

**City of Newport Beach - Building Department**

**ADMINISTRATIVE POLICY**

<b>Effective Date</b>	<b>Subject</b>	<b>Policy No.</b>
June 16, 1998 Revised 11/19/98 Revised 12/03/01	Procedure for Outside Plan Check	ADM 303.1

**Objective:** Utilize plan check consultants when the work volume increases to the point where plan check staff are not able to provide a three week turn-around on plan check.

**Consultants:** A pool of four local consultants with approved service agreements will be maintained to provide this service.

**Sorting Drawings:** The Building Director or his deputy will select the drawings and the consultant to which they will be sent, based on the following criteria:

1. Cost of service
2. Quality of plan check
3. Turn-around time of 10 working days for plan check, 3 working days for recheck
4. Professionalism/communication/availability
5. Qualifications of employee(s) providing the service

**Preparing Drawings:**

- a) The permit technician will establish a spreadsheet on the sharefolder on which the following minimum information will be recorded:
  1. Name of consultant to which drawings will be sent
  2. Date
  3. Plan check numbers
  4. What is needed to be checked (building, grading, etc.)
  5. Plan check fee
  6. Track the dates when drawings are sent to the Consultant for plan check/re-check and when they are received back from Consultant.
- b) Enclose a copy of the spreadsheet with the drawings to be sent to consultant.